



## **NOTICE OF POSITION VACANCY UNITED STATES PROBATION OFFICER**

Job Announcement 2012-01

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**STARTING SALARY:** **\$55,027**  
**SALARY POTENTIAL:** **\$55,027 - \$89,481 (CL 28/01 - 28/61)**  
**CLOSING DATE:** **November 14, 2011 - 5:00 p.m. (postmarked date)**  
**LOCATION:** **Casper, Wyoming**

The United States Probation Office for the District of Wyoming is currently accepting applications for a full-time United States Probation Officer. The position is located in Casper, Wyoming.

### **Job Summary**

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officers perform duties that involve general pretrial services or probation cases.

### **Representative Duties**

Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S.

Sentencing Guidelines, Monographs, and relevant case law. Track legal developments and update staff and the court.

Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings through assessment, monitoring, and counseling. Refer offenders/defendants to appropriate outside agencies such as medical and drug treatment facilities, employment and training.

Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the discretion of the court.

Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court, and may perform home confinement reintegration on behalf of the Bureau of Prisons.

Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offender's/defendant's level of risk and develop a blend of strategies for controlling and correcting risk management.

Communicate with other organizations and persons (such the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offender's/defendant's behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers. Knowledge of, and compliance with, the

Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

**Factor 1 - Required Competencies (Knowledge, Skills and Abilities):**

Probation, Pretrial Services and Law Enforcement

Broad knowledge of criminal justice system. Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices, and procedures used in probation, parole, and/or pretrial services. Knowledge of sentencing guidelines and applicable case law. Thorough knowledge of investigative and supervision techniques. Good knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, US Marshals Service, Bureau of Prisons, US Attorneys Office, Federal Public Defenders Office, and other organizations.

Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services, probation and parole policies and procedures. Broad knowledge of surrounding community and available community resources.

Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as ATLAS).

Ability to work with law enforcement agencies at different governmental levels, community service providers, and all courts. Skill in applying various statutes and implementing regulations. Ability to communicate orally and in writing with a variety of persons such as judicial officers, attorneys and defendants/offenders. Ability to interview and investigate defendants/offenders from various backgrounds, their families and others in the community to obtain the information needed.

Knowledge of investigative techniques and skill in investigating offender's/defendant's backgrounds, activities, finances and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of negotiation and motivation techniques.

Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising offenders/defendants. Skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Skill in

counseling defendants/offenders to obtain and maintain compliance to the conditions of their release. Ability to discern deception and act accordingly.

Knowledge of legal terminology. Skill in conducting legal research related to varied complex and difficult legal issues related to sentencing and supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people.

Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time-frames.

Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

#### Written and Oral Communication/Interaction

Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.

#### Information Technology and Automation

Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

### **Factor 2 - Primary Job Focus and Scope:**

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and pre-sentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. The incumbent's work assists the court in making release or detention decisions and sentencing determinations. A proper recommendation to the court minimizes the number of persons incarcerated while maximizing the protection of the public. Incumbent's supervision of offenders/defendants has direct impact on the safety of the community, the rehabilitation of the

offender/defendant and the restitution of the victim. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Often the offender/defendant completes the conditions of supervision and becomes a productive member of the community.

### **Factor 3 - Complexity and Decision Making:**

This job involves making independent decisions within the context of professional standards, broad policies, and general goals. Probation/pretrial services officers at this level gather and analyze information to determine or recommend the best course of action. Preparing presentence reports is a complicated process which includes gathering and analyzing information and formulating a recommendation. Interpreting and applying the sentencing guidelines is very complex. Changes in legislation and case law require continual updating of procedures. Supervising offenders/defendants is difficult. Identifying relevant supervision issues, developing a plan to address the issues and implementing the appropriate plan is a complex process. Staying abreast of available community resources and their referral requirements and procedures also is difficult. Supervising offenders/defendants with substance abuse, physical or mental problems and those convicted of sophisticated financial crimes is difficult. These duties are increased in difficulty when offenders/defendants are being deceitful of the incumbent and others.

### **Factor 4A - Interactions with Judiciary Contacts:**

The primary judiciary contacts are other probation/pretrial services staff, judicial officers and staff of other court units for the purpose of conducting investigations, and maintaining accurate and up-to-date information in case files.

### **Factor 4B - Interactions with External Contacts:**

The primary external contacts are offenders/defendants and their families, other government agencies, US Attorneys Office, US Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offender's/defendant's backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities.

### **Factor 4C - Work Parameters:**

The procedures are established and the supervisor is available for discussion of unusual problems. However, frequently critical case decisions are made in the community without access to supervisory guidance. The incumbent usually schedules and completes the work independently, ensuring that required deadlines are met. Completed work, such as presentence reports and supervision plans, is reviewed by the supervisor. Judgment and experience are applied in making decisions, in addition to use of written guides and manuals.

**Factor 5 - Work Environment and Physical Demands:**

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur).

**Factor 6 - Minimum Qualifications:**

Requires Bachelor's Degree in a social science and two years specialized experience after completion of degree in management of offenders/defendants in adult community corrections, pretrial programs, or work in closely allied field, including at least one year equivalent to work at the CL-27 level. Master's Degree in a social science may be substituted for experience; however, work experience is preferred. Experience as a police, custodial, or security officer is not creditable. Automation skills required to produce reports. Must not have reached 37th birthday by date of appointment. Requires good physical health and agility.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. The selectee must undergo a thorough background investigation. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.wyp.uscourts.gov/>.

**HOW TO APPLY:**

Submit a completed AO 78 - Application for Judicial Branch Federal Employment (<http://www.govjobs.com/Applications/ao-78.pdf>), a cover letter, copies of your last two performance evaluations, copies of your college transcript(s) and diploma(s) for your degree(s), and two examples of your written material. If you order transcripts to be sent directly to us from your school, please state so in your cover letter. If you have military experience, a copy of your DD214 military discharge should be provided, which includes the type of discharge.

Send application marked **Confidential** to:

Chief U.S. Probation Officer  
P.O. Box 847  
Cheyenne, WY 82003

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview.

#### EQUAL OPPORTUNITY EMPLOYER

Judiciary employees must adhere to a code of conduct. U.S. Probation Officers are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes medical care and dependent care reimbursement.

Selectee must complete a six week training academy in Charleston, South Carolina.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) for payment of net pay.

Phone: 307/433-2300